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19 JUL 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (12 - 18 July 1984)

A. PROGRESS ON ACTION ITEMS

1. Representatives of the Information Resources Management Division (IRMD) and the DI Records Management Officer (DI/RMO) met with the Director of Imagery Analysis and members of the staff to discuss an information management audit in that component. IRMD personnel explained the purpose of the audit, described the program elements involved, the results that could be expected, and outlined the procedures. The IRMD audit team began its initial research with a visit to the NPIC registry to determine the services being provided to the Office of Imagery Analysis. The audit will take about six weeks to complete.

2. Memorandums of Understanding (MOU) concerning participation in the Ames Building Information Services Center were forwarded by D/OIS to ICS, ORD, and OGI for their review and approval. OGI is the first component to sign and return its MOU. An MOU is also being prepared for the Director of Logistics for the ISC to assume responsibility for mail service in the Ames Building.

3. Representatives of IRMD continue to assist components in trying to locate unaccounted for Top Secret collateral documents. The DI/RMO was provided a complete listing of all the unaccounted for documents in his directorate. In addition, Agency Archives and Records Center (A&RC) personnel informed IRMD that 52 documents previously identified as unaccounted for have been destroyed pursuant to appropriate records schedules. The Office of SIGINT Operations also identified another 53 documents that had been properly destroyed but were charged to that component.



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C O N F I D E N T I A L

SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. A representative of IRMD discussed with a representative of the Graphics and Authentication Division, OTS, the possibility of OTS personnel performing analysis of selected paper records stored at A&RC as to deterioration. The OTS representative indicated that the most accurate method of determining paper deterioration is "destruction testing" which would require a paper sample of the document. Chief, A&RC will be working with the directorate records management officers on document selection and with the National Archives and Records Center (NARS) on the type of testing that would be appropriate. ☐

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2. A Regulations Control Division (RCD) editor proposed that a Government Printing Office (GPO) bookstore be installed in the new building at the CIA Headquarters compound. The suggestion was forwarded to the New Building Project Officer who queried GPO on the possibility. GPO explained that there are already five such stores in Washington area Federal buildings and that those stores are more costly to operate than their mail order business. This has led to the closing of several GPO stores because they simply are not cost-effective. Although the proposal has merit, GPO has set forth a reasonably defensible position against installing a bookstore in the new building.

3. During the reporting period, RCD's jobs in process have increased from 124 to 134.

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